

JOIN OUR TEAM

Assistant City Clerk

The City of Amesbury (estimated population 18,000), a dynamic Merrimack Valley community rich in tradition with a vibrant and expanding economic base, is seeking a strong candidate to serve as the City's Assistant City Clerk. Under the general supervision of the City Clerk, the Assistant City Clerk performs administrative, supervisory, and support work related to elections, vital statistics, census, licenses, official filings, permits, and other statutory requirements of the office. In addition, they oversee the processing of administrative work of the department following established methods and procedures.



Essential Duties and Responsibilities: *The essential functions or duties listed below are intended only as examples of the various type of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.*

- Prepares and sends renewal letters for all licenses applicable to the Clerk's office.
- Types and issues permits according to City Ordinances and Massachusetts General Laws.
- Records and maintains all business and ethics certificates.
- Records and certifies all official actions of the Zoning Board of Appeals and Planning Board filings and decisions.
- Administers the oaths of office to all elected and appointed members of local boards, committees and commissions and ensures that all elected and appointed officials are informed in writing of the Open Meeting and Conflict of Interest laws.
- Posts & tracks meeting notices for the City.
- Responsible for maintenance, disposition and preservation of City archival records & materials.
- Issues certified copies of vital records and performs genealogical research via telephone, email, in person and in writing for the public.
- Responds to inquiries from the general public.
- Processes the receipts of parking tickets from the Amesbury Police Department and files with the Ticket Company. Researches, collects and post payments.
- Processes registry receipts and payments by mail and in person for tickets.
- Assists with preparation and implementation of all aspects of elections including but not limited to; overseeing polling sites, preparing ballots and voting list, managing voting equipment and supplies, and preparing and reporting official election results to the state as required by law.
- Assists in voter registration; maintains accurate data of voter registration records through the statewide voter registration system.
- Maintains Mass General Law Books and makes updates for elections.
- Supervises the updating of the annual City Census, including the distribution of forms to all households, recording data, and producing related reports.
- Attends all City Council meetings and subcommittee meetings and prepares minutes and packets for Council members.
- Processes all licenses and permits granted by the Council, including initiating license renewals, correspondence, sending renewal forms, collecting license fees, preparing abutters lists and mailing notices for poll hearings.
- Answers all incoming phone calls into the Clerk's office and serves as the operator.
- Provides access to public records in compliance with the State Public Records Law.
- Assumes all functions and responsibilities of the City Clerk in their absence.
- All other duties as assigned by the City Clerk.

Supervisory Responsibility:

Responsible for the supervision and performance of Clerk's office in the absence of the City Clerk.

Minimum Qualifications:

Associate degree or two-year college certificate in computer science, government, public administration or related field, and a minimum of three years of increasing responsibility in a Clerk's office, or any equivalent combination of education and experience.

Required Skills and Qualities:

- Sound knowledge of Massachusetts records management techniques, both paper and electronic, including legal requirements for recording, retention, and disclosure.
- Expert knowledge of the principles and practices of public administration, including applicable laws, codes, and regulations.
- Knowledge of local City Charter and City Ordinance process and interpretation.
- Ability to establish and maintain an excellent and effective professional working relationship with staff, other municipal government agencies, and members of the public.
- Excellent interpersonal skills with the ability to work cooperatively and productively in a team atmosphere, demonstrating initiative and drive.
- Expert computer skills and thorough knowledge of Microsoft Office including Word, Excel and Outlook and municipal financial software Softright.
- Excellent time management skills with a proven ability to meet deadlines.
- Strong analytical and problem-solving skills.
- Ability to prioritize tasks and to delegate them when appropriate.
- Ability to embrace the City's mission and organizational values.

Work Environment and Physical Requirements: *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the position's essential functions.*

This position is generally sedentary. Employees must be able to remain in a stationary position 50% of the time.

This position requires the employee to communicate, detect, converse with, discern, express oneself, exchange information. The ability to communicate information and ideas so others will understand. Must be able to exchange accurate information in these situations.

This position requires the employee to detect, determine, perceive, identify, recognize, judge, observe, inspect, estimate and assess. The ability to observe details at close range within a few feet of the observer.

This employee frequently moves boxes up to 20 pounds across office areas for various needs, including having to lift, carry, push, pull, or otherwise move objects.

This position is primarily conducted indoors.

The City of Amesbury is an Equal Opportunity Employer. The City of Amesbury does not discriminate in hiring or employment on the basis of race, color, religion, sex, sexual orientation, gender identity and expression, age, genetic information, national origin, ancestry, disability, veteran status or membership in the armed services, marital status or any other protected category under federal or state law.

- Full time, 35 hours per week
- Salary \$30.22 per hour
- Non-exempt
- Health, dental and vision insurance
- Retirement plan
- Paid time off
- Professional development opportunities

**To apply, please email a cover letter and resume to:
Heather Worrall, Human Resources Coordinator, City of Amesbury
worrallh@amesburyma.gov
To remain posted until filled.**